



# Building Permit Sign-Off for Non-Residential Construction

**Las Vegas Valley Water District      Engineering Services Project Support**  
1001 S. Valley View Blvd. • Las Vegas, NV 89153 • (702) 822-8518 • lvvwd.com

Are you constructing an office building, restaurant, shell building or structure that contains plumbing fixtures on non-residential property? If so, the Las Vegas Valley Water District must sign off on your building permit. These guidelines will help you obtain that sign-off.

- 1. Allow enough time for your request to be reviewed.** After you have submitted the required documents listed below, it will take 6-8 business days for the Water District to review your request. Please plan accordingly.
- 2. Before submitting your request for the Water District's sign-off,** check the status of your permit request on the County's website to verify that the zoning, civil and architectural sections of the permit are in "approval" status. We cannot begin work until your request has reached the approval stage.
- 3. Email the following documents** to the Water District at [projectsupportteam@lvvwd.com](mailto:projectsupportteam@lvvwd.com):
  - **Plumbing plans.** We will review these plans to verify that your existing or proposed water service is adequately sized for the proposed use.
  - **Site plan.** This allows us to verify that the water service is not located within a driveway and has sufficient clearance around any block walls.
  - **Septic tank permit and drawing.** If the parcel has a septic tank, provide a copy of the signed, approved permit and drawing from the Southern Nevada Health District.
  - **Fire sprinkler demand.** Include written notification from the fire sprinkler designer detailing the demand required to serve the proposed sprinkler system.
  - **In your email message,** include the name, phone number and email address of a person we can contact if we have questions.

## Please be aware of the following:

- The details on your plumbing and site plans (construction type, square footage, sprinklers, etc.) must match those on the building permit.
- The Water District may need to verify that the fire flow required to protect the building is available. If it is not available, we will notify you.
- If any of the proposed improvements cannot be served by the existing water infrastructure, civil improvement plans will be required to provide additional water facilities, agreement and fees. In this case, the Water District will need to extend the time needed to review your permit. The new review timeframe will be based on the scope of the project.
- Having an existing meter on your property is not a guarantee of water commitment or the capacity to serve the proposed improvements. Existing services may need to be upgraded based on the proposed improvements. The Water District will notify you that the current services will suffice, or that they must be upgraded.

If you need assistance with any part of this process, call us at **702-822-8518**.

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